

## **PREFACE**

This Manual contains the following materials for reference and use in providing consistent implementation and application of City policies and procedures:

- City of Richardson Civil Service Rules and Regulations  
(Once approved by the Civil Service Board and City Council, these carry the weight of City Ordinances, and take precedence over interdepartmental and/or departmental policies and procedures if those conflict with Civil Service Rules and Regulations.)
- City of Richardson Interdepartmental Policies and Procedures  
(Approved by the City Manager, these take precedence over departmental policies and procedures if a conflict between them should exist.)
- Human Resources guidance on frequently encountered topics .

These rules, regulations, policies, and procedures are intended to help assure effective consistent supervision and administration, as well as compliance with applicable state and federal laws.

For additional information in dealing with employee/supervision issues not specifically covered within this Manual, clarification of items covered, and/or assistance with individual situations that may arise, contact Human Resources (call 972-744-4000, or send e-mail to any member of the Human Resources Staff).

You may also access the most current updates of Civil Service Rules and Regulations and the Interdepartmental Policies and Procedures, and related forms on the City's Intranet ([www.cor.gov](http://www.cor.gov)).

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